

Ludlow Public Schools
Bring Your Own Device (BYOD) Pilot Policy and Approval Form

Beginning in April 2012 the LPS will initiate a pilot policy to allow identified students/ classrooms to use privately owned electronic technology devices to access the LPS wireless network to enhance student learning outcomes. This pilot policy supports the district's commitment to providing all LPS students with the tools necessary to enhance 21st century skills. The idea is to greatly enhance availability of filtered and monitored access to information and communications technologies to support student learning and achievement. It is our belief that access to technology for creation, collaboration, sharing, storage and independent inquiry is essential to preparing each student to be competitive in their future career path. We believe equitable access to technology will aid our students in becoming information producers rather than information consumers and self-directed learners and collaborative team players.

Connecting to the LPS Wi-Fi network with personal electronic devices is a privilege, not a right, and it is not a requirement for students. Permission to bring and use privately owned devices is contingent upon adherence to LPS guidelines. If a privately owned device is used by a student to disrupt the educational environment that student's privileges may be limited or revoked.

Technology use in the Ludlow Public School District is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13.

--COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information, but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form.

--FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Child Internet Protection Act (CIPA)

The school district is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that online information is filtered and information containing harmful content from inappropriate sites will be blocked. ---CIPA---<http://fcc.gov/cgb/>

consumerfacts/cipa.html

In addition, all policies of the Ludlow Public Schools would apply including the LPS Acceptable Use and cyber-bullying policies. Students who do not abide by these terms and conditions may lose their opportunity to take part in the BYOD pilot and/or be subject to consequences appropriate to misuse. LPS reserves the right to examine a student device and search its contents if there is reason to believe that school district policies or local, state and/or federal laws have been violated.

All students in the LPS who participate in this pilot must adhere to the following standards of responsible use:

1. All parents and students must complete and sign the attached BYOD Policy Agreement. All information related to the privately owned electronic device that is required must be submitted by the student to his/her building principal prior to accessing the network.

2. As with all district provided technologies, all students and staff members using personal devices to access the Internet and/or network must comply with existing LPS School Committee Policies for Acceptable Use (# IJNDB) and Web Publishing (# IJNDBA).

These policies may be found online using the MASC [link](#) for Ludlow or via the [LPS School Committee](#) page on the district website using the link to the online policy manual.

3. All students participating in this program will be required to attend a training that will include but not be limited to: internet safety, responsible internet citizenship, evaluating internet information, overview of how to connect to the school network, appropriate use of the device in a classroom environment.

4. The use of the privately owned electronic device is solely limited to support and enhance instructional activities currently occurring in the classroom environment.

5. Use of the LPS wireless network for internet connection will be required, with no exceptions. Students are prohibited from accessing the internet using private 3G or 4G subscriptions through their own Internet Service Provider.

6. Note: Connecting a privately owned electronic device may not be successful if the technical specifications for wireless protocol are not met.

7. No privately owned electronic device may connect to LPS network if a signed AUP and BYOD policy form are not on file in the LPS student information system.

8. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes, but

is not limited to using a privately owned electronic device as a cabled or wireless hotspot.

Example: Using a personal device as a server so that students can play an online game.

9. The student may not use the personal device at school to record, transmit or post photos or videos of any person or persons to any non-academic or personal social media sites.

Voice, video, and image capture applications may only be used with prior teacher permission and for specific instructional purpose(s) including approved internet based tools such as wikis, blogs, Google Apps for Education.

10. The teacher may request at any time that the privately owned electronic device be turned off and put away. Failure to do so will result in disciplinary action and possible revocation of access to the network.

11. Sound should be muted unless the teacher grants permission for use of sound associated with the instructional activities.

12. The privately owned electronic device owner is the only person allowed to use the device.

13. Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.

14. No district owned academic or productivity software can be installed on student devices.

15. Students may not attempt to use any software, utilities or other means to access Internet sites or content blocked by school district internet filters.

16. Under the provisions of the BYOD program, parents who choose to allow students to use their own technology and students who bring personal technology do so knowing that it

will diminish their expectation of privacy regarding their personal electronic device while at school. The school reserves the right to search a privately owned electronic device in accordance with applicable laws and policies if there is reasonable suspicion that the student has violated LPS policies, administrative procedures, school rules, or engaged

in
other misconduct while using the device.

19. LPS will not be responsible for any damage or theft of a personal device that may occur during this pilot program.

20. LPS Technology Department will not be responsible to support, maintain (including charging), configure, repair or address access issues for any personal device.

21. Printing directly from the personal device while at school is not allowed.

Consequences for Noncompliance with Rules

Violation of school or district policies, local, state and/or federal laws while using a personal electronic device on the LPS wireless network will result in appropriate disciplinary and/or legal action as specified in the Student Handbook and Conduct Code,

LPS District policy as well as by local, state and/or federal law.

BYOD Security Risks

All portable electronic devices are vulnerable to loss and theft. Parents who choose to allow their children to bring privately owned electronic devices on school property will assume total responsibility for these devices and be aware of all risks. If a privately owned electronic device is stolen, this must be reported to a building administrator immediately. Per LPS policy, the school district will not accept responsibility or liability for

loss, damage, theft, damage or non-working personal property. All electronic devices that are lost, stolen, or damaged are the responsibility of the student and their parents or guardians. The school district along with district technology personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software.

The school district reserves the right to examine the privately owned electronic device and

search its contents if there is reason to believe that school district policies or local, state and/or federal laws have been violated.

Questions and Concerns

Any questions or concerns regarding the initial implementation, or that may arise during this pilot, should be directed to the building principal. Please be reminded that technology support will not be provided for personal devices.

Ludlow Public Schools Contract for Bring Your Own Device Pilot Program

I understand and will follow the LPS Acceptable Use and Web Publishing Policies while using my personal electronic device in the district. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action.

I also understand that my school network or Internet resources and accounts are owned by the District and are not private. The District has the right to access my information at any time.

I understand that the District is in no way responsible for the loss or damage of any personal electronic devices I bring to school. The District recommends that you purchase personal insurance to cover your equipment.

Student's Name (please print) _____

Student's Signature _____

Date _____

As the parent or guardian of this student, I have read and understand the LPS Acceptable Use (IJNDB) and Web Publishing (IJNDBA) Policies. I understand that technology is provided for educational purposes in keeping with the academic goals of the District, and that student use for any other purpose is inappropriate. I do understand that should my student access the Internet using 3G or 4G capabilities on his/her personal device, the district has no control over content. I know that for this reason, using anything other than district provided wireless access is prohibited. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school district responsible for materials acquired via the district local or wide area network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

The spirit of 21st Century Learning is one of sharing. We create blogs, podcasts, videos, wikis, and use other web-based tools, but we do not create them for one person. We create them to share with the class, the school, and the school community and, perhaps, the world, because we understand that a global audience drives achievement. I hereby give permission for my child to bring the following device to school for educational purposes:

Make _____ Model _____

Serial Number _____

Wireless mac address _____

Please check your manufacturer's documentation to find this unique identifier.

Parent or Guardian's Name (please print) _____

Parent or Guardian's Signature _____

Date _____ Phone Number: _____